

**MCGREGOR CITY COUNCIL
SPECIAL MEETING
TUESDAY, DECEMBER 13, 2016 6:00 P.M.**

The MCGREGOR CITY COUNCIL met in Special Session at 6:00 p.m. on **Tuesday, December 13, 2016** at city hall. Mayor Brooks presided with Council members Hallberg, Carroll, Echard, Halvorson, and Muehlbauer in attendance. Sander noted a correction to the November bills and claims: The entry Tim Gehrman Construction should have read Café McGregor – Brenda Boeke for the TIF rebate that was assigned when the building sold.

Mayor Brooks introduced a proposal to add a part time position for an economic development lead. The position would start out at 30 hour per week becoming full time in April of 2017 as administrative duties of the deputy clerk are added. This is in response to the announcement by the acting deputy clerk that she will tentatively be retiring in the spring of 2017. There would be a reassignment of her duties with some being transferred to the city administrator's workload and some remaining with the deputy clerk. That split of duties has not been determined yet.

The economic development position would not assume any of the tourism and recreation duties placed on the chamber of commerce by the Resolution that directs the expenditure of McGregor's funding derived from hotel motel tax. Job requirements would focus on revitalization strategies for the business and residential community, and working with businesses, property owners, local and state agencies and community groups to strengthen the local economy. Halvorson moved, seconded by Muehlbauer to approve placing a help wanted ad in area papers for two weeks. With interviews early in January if qualified resumes are received by that time. Roll call vote: Ayes – all. Motion carried.

The council reviewed recommended revisions in red-line format for the Employment Policy and Benefits Handbook. Carroll suggested that earning three weeks of vacation should be changed to five years instead of instead of ten years and earning four weeks of vacation came after 15 years service. The final copy will be ready for the December or January meeting.

A resolution regarding the retaining wall cost share at Lisa Scarff residence was provided. Sander stated that Ms. Scarff had contacted her after the November meeting with concerns that the \$2,000 that had been committed in 2009 should be higher since costs seven years later had gone up. Echard moved, seconded by Muehlbauer to approve a cost share of \$2,500 for the wall which will be completed in the spring. Roll call vote: Ayes – all. Motion carried.

Some discussion had taken place by the MMU Board about changing the utility billing to postcards with a quarterly or less often newsletter. This would eliminate the current letter billing and notices that accompany the bill. The Council did not view the newsletter as a cost savings either monetarily for supplies and postage or in personnel costs for preparing the newsletter, making copies, and preparing for mailing. The council expressed no interest in having a city newsletter mailed as they feel most will throw it away with junk mail wasting both employee time and supplies. Their sentiment was that the postcards are not a good solution, the savings, if any, would be minimal, and it would seem that information is not very private. They also felt that the utility mailing in its current form is an excellent way to also provide necessary reports

and public notices and gives local non-profit groups a means for spreading the word about their activities and events at no cost. They do not favor charging even a nominal fee to these organizations.

With business concluded Muehlbauer moved, seconded by Echard to adjourn. Ayes – all.
Meeting adjourned.

Harold W. Brooks
Mayor

ATTEST:

Lynette L. Sander
City Administrator